

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
September 12, 2018**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the
Alexandria Township Municipal Offices and the Alexandria Township Website,
(www.alexandrianj.gov) as required by the Open Public Meetings Act.
Meeting Called to order at 7:40 PM.

Meeting Called to order at 7:41 PM.

ROLL CALL:

PRESENT: Mayor Garay, Committeeman Pfefferle, Committeeman Kiernan, Township Attorney Dragan

ABSENT: None

FLAG SALUTE:

Mayor Garay led the flag salute. After the flag salute, Mayor Garay payed respects to former Board of Adjustment member and Quakertown EMS President Stu Hutchinson and Sen. McCain who both recently passed away.

TOWNSHIP COMMITTEE OVERSIGHT REPORTS:

Environmental Commission (EC)/Personnel-Mayor Garay

No Report

Aging Coordinator Report/Mayor Garay:

On September 12th, a kick-off meeting for residents 55+ and over was held at the municipal building. The event was a huge success with approximately 40 residents in attendance. Looking to explore activities that were discussed.

Finance Update/Comm. Pfefferle:

A special budget meeting is scheduled for September 19, 2018 at 6:00 PM to discuss long term budget planning. A bond sale for short term notes was held. Rates barely went up.

DPW/Park & Rec-Comm. Kiernan

The Park/Rec Committee met on September 11th. The following items were discussed:

- 1.) Weed issues on fields 1 & 4. Looking at options.
- 2.) There are bee issues in the barn. Township Administrator/Clerk Bobrowski will contact a pest control company.
- 3.) Asked to prepare a budget for 2019 and would like to extend parking.
- 4.) Looking to plant additional trees within the park.

DPW Chair Comm. Kiernan read the following report prepared by DPW Foreman Griffith:

Park Maintenance:

Grass mowing	116.00 Hrs.
Weed whacking	9.00 Hrs. Total, 4.0 Hrs. by Mike N.
Equipment maintenance	8.00 Hrs.

Gravel Roads:

Goritz Road, Schick Road, Mt. Salem and Whitehall Roads required maintenance due to the heavy rains.

Goritz Rd- Cleaned up garbage that was dump alongside the roadway

Tree Maintenance:

Sweet Hollow Rd. ½ mile above Little York (3) large trees bordering the creek bank came down, (1) tree top blocked the roadway, all (3) of the trees trunks are still located in the creek.

Melita and Farmhouse Roads

Kappus Rd:

Lot of debris and mud came off the hillside that required a little attention/ cleanup

Roadside Mowing:

Ongoing when time permits

Oil and Chip Program-Complete:

Sky Manor Road, Senator Stout Road, Tinsman Road, Cedar Bridge Road, and Schick Rd. were part of the 2018 program.

Drainage Inlet reconstructed:

5 Inlets on Melita Road and 1 on Farmhouse Road

Details of the repair:

Remove the hood/casting (Iron)

Remove all the deteriorating catch basin block and debris

Form the inlet with plywood, correcting any problems

Install ½" rebar for support

Pour new inlet walls with class B concrete, "Catch Basin Block aren't allowed"

Set the hood/casting along with the Belgium Block

Back fill behind the inlet structure, grass seed and hay

Finish the job with asphalt

Agriculture/Open Space Commission:

Chair Evans informed the Township Committee that new application process is in effect.

PUBLIC COMMENT FOR AGENDA RELATED MATTERS ONLY:

None

OLD BUSINESS:

- Penn East Update

No Update

NEW BUSINESS:

- Resolution 2018-094 Salary Amendment for Court Personnel

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-094.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-094 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO FIX THE SALARIES OF THE VARIOUS OFFICERS AND
EMPLOYEES FOR THE YEAR 2018-*Amendments of the Court***

Township Committeemen	\$ 4,297.74
Township Clerk	\$ 56,429.29
	\$ 217.30 Special Mtg.
Township Administrator	\$ 12,973.13
Chief Financial Officer	\$ 35,612.50
Asst. to the CFO	\$ 14,753.75

Tax Assessor	\$ 34,462.73
Tax Collector	\$ 30,637.44
Zoning Officer	\$ 9,625.75
Registrar of Vital Statistics	\$ 1,783.15
Deputy Registrar	\$ 379.84
Percolation Test Witness	Per Ordinance
Land Use Secretary	\$ 21.28 per hour
	Plus \$212.76 per meeting
Land Use Board Administrative Stipend	\$228.94 a month
Board of Health Secretary	\$ 1,484.58
Dog Warden	Per Contract
Office Cleaning	\$ 5,587.06
Emergency Mgmt.911 Coordinator	\$ 3,136.54
Deputy Emergency Mgmt. Coordinator	\$ 651.36
Office Help	\$ 10.00 to \$35.00 per hour
Public Works Personnel	Per Union Contract
Recycling Coordinator-PW	\$ 2,230.32
Recycling Coordinator -Office	\$ 2,230.32
Construction Official	\$ 51.75 per hour
Construction Sub-Code Official	\$ 45.73 per hour
Building Dept. Technical Assistant	\$ 18.79 per hour
Plumbing Sub-Code Official	\$ 51.75 per hour
Electrical Sub-Code Official	\$ 43.31 per hour
Electrical Inspector	\$ 38.36 per hour
Fire Sub-Code Official	\$ 45.73 per hour
Fire Inspector	\$ 45.73 per hour
Fire Prevention	\$ 8138.84
<u>*Court Pending final agreement among Mayors</u>	
Municipal Court Judge	\$ 6,900.00
Municipal Court Administrator	\$ 50,000.00
Deputy Court Administrator	\$ 20.35
Municipal Court Prosecutor	\$ 7,748.49
Public Defender	\$ 1,454.06
Court Police Coverage	\$ 25.00 per hour
Court Runner	\$ 15.00 per hour

Note:

Court Salaries of the Court Judge, Court Administrator, and Deputy Court Administrator are paid in accordance with proportionate shares based on 2017 Activity which for 2018 are:

Alexandria Township - 23% 537 Tickets based on a Total of 2335
Frenchtown - 68% 1581 Tickets based on a Total of 2335
Holland - 9% 217 Tickets based on a Total of 2335

Court Police Coverage and the Court Runner are paid in accordance with the Court Agreement between Holland Twp., Alexandria Twp., and Frenchtown Boro in equal shares of 1/3 per each Municipality. Alternate Prosecutor and Alternate

Municipal Public Defender are to be personally compensated by the Current Prosecutor and Current Public Defender per an agreement between these parties.

Mileage Reimbursement .545 per IRS publication

• Resolution 2018-095 Release of Executive Session Minutes from 1988-2003
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-095.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**ALEXANDRIA TOWNSHIP
COUNTY OF HUNTERDON, STATE OF NEW JERSEY**

RELEASE OF EXECUTIVE SESSION MINUTES

RESOLUTION: 2018-095

ADOPTED: SEPTEMBER 12, 2018

WHEREAS, the Open Public Meeting Act requires that municipalities keep minutes of Executive Sessions, and

WHEREAS, the Township of Alexandria maintains such Executive Session minutes, and

WHEREAS, certain of those Executive Session minutes no longer need to be maintained as confidential pursuant to the Open Pubic Meeting Act; and

WHEREAS, the Township of Alexandria has determined that the below listed Executive Session minutes or portions thereof should be released to the public.

December 10, 2003	October 8, 2003	September 12, 2001
August 8, 2001	July 11, 2011	March 14, 2001
February 19, 2001	February 19, 2001	December 13, 2000
November 8, 2000	April 12, 2000	March 8, 2000
January 5, 2000	December 8, 1999	November 10, 1999
March 10, 1999	February 10, 1999	November 30, 1998
December 18, 1997	November 12, 1997	August 13, 1997
May 14, 1997	April 9, 1997	November 13, 1996
February 14, 1996	January 2, 1996	November 8, 1995
January 9, 1995	January 3, 1995	August 10, 1994
July 13, 1994	February 9, 1994	March 16, 1988
December 8, 1993		

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Township of Alexandria in the County of Hunterdon and in the State of New Jersey hereby releases the listed Executive Session minutes or unredacted portions thereof.

- Resolution 2018-097 Audit Corrective Action Plan

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-097.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
RESOLUTION 2018-097
AUDIT CORRECTIVE ACTION PLAN**

WHEREAS, the Alexandria Township Committee is in receipt of the 2017 Report of Audit for the period ending December 31, 2017; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document on July 11, 2018; and

WHEREAS, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

WHEREAS, said plan must be approved and filed within sixty days of formal notice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Alexandria that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

Adopted by the Township Committee on September 12, 2018.

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
		Garay	X			
	X	Pfefferle	X			
X		Kiernan	X			

- Resolution 2018-098 Awarding Contract for the Purchase of Rock Salt for 2018/2019 Season

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-098.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION# 2018-098 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY
AWARDING CONTRACT FOR THE PURCHASE OF ROCK SALT FOR THE 2018/2019
SEASON**

WHEREAS, the County of Hunterdon Purchasing Department ("Hunterdon County") requested bids for rock salt to be provided to Hunterdon County and members of the Cooperative Pricing System for Snow and Ice Control Materials Bid No. 2018-14 for the 2018/2019 season; and

WHEREAS, Alexandria Township Clerk Michele Bobrowski communicated Alexandria Township's intention to participate in this joint purchase arrangement to Hunterdon County by letter dated May 16, 2018; and

WHEREAS, the Township Committee of the Township of Alexandria hereby confirms its authorization of the joint agreement with Hunterdon County for the purchase of rock salt in accordance with N.J.S.A. 40A:11-10 and 11 et seq.; and

WHEREAS, Hunterdon County received and reviewed the bids for the rock salt and, at its September 4, 2018 meeting, the Hunterdon County Board of Chosen Freeholders awarded a master contract to Morton Salt to provide rock salt to Hunterdon County and members of the Cooperative Pricing System for Snow and Ice Control Materials, Bid No. 2018-14 for the 2018/2019 season at a contract price of \$50.59 per ton; and

WHEREAS, Alexandria Township anticipates that the aggregate purchase of rock salt for the 2018/2019 season will exceed the bid threshold of \$17,500; and

WHEREAS, pursuant to N.J.S.A. 5:34-7.11, the governing body is required to award this contract.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The contract for rock salt to be provided to Alexandria Township as part of the Hunterdon County Cooperative Pricing System for Snow and Ice Control Materials, Bid No. 2018-14 for the period from September 19, 2018 to September 18, 2019 is hereby awarded to Morton Salt, 444 West Lake Street, Suite 3000, Chicago, IL 60606 at the contract price of \$50.59 per ton.

2. Hunterdon County executed the master contract for this product on behalf of participating municipalities.

3. Copies of this Resolution shall be sent to the County of Hunterdon Purchasing Department and to Morton Salt.

- Resolution 2018-099 Authorizing the Chief Financial Officer to Refund Local Property Taxes to Fully Disabled Veteran Sean Johnson
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-099.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION# 2018-099 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY
AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REFUND LOCAL PROEPRTY TAXES TO
FULLY DISABLED VETERAN SEAN JOHNSON**

WHEREAS, N.J.S.A. 54:4-3.30-34 grants an exemption from local property taxes for the dwelling house of a qualified totally disabled veteran; and

WHEREAS, **Sean Johnson**, a veteran, has been declared a 100 percent totally disabled veteran by the Department of Veteran's Affairs effective May 27, 2017; and

WHEREAS, **Sean Johnson** made application for exemption from taxes on May 25, 2018; and

WHEREAS, the Tax Assessor has determined the dwelling of **Sean Johnson** is exempt from property taxation effective May 25, 2018; and

WHEREAS, the Township has granted refunds of previously paid taxes to totally exempt veterans under certain circumstances; and

WHEREAS, the decision as to whether to reimburse totally exempt veterans for past taxes is discretionary on behalf of the Township; and

WHEREAS, the Township wishes to strike a balance between honoring veterans who have made an incredible sacrifice on behalf of their fellow countrymen against the financial burden that the return of taxes imposes upon non-exempt property owners; and

WHEREAS, the caps placed upon municipal spending by the State of New Jersey have imposed financial burdens on the Township and placed severe strains on its budget.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey as follows:

1. The Township Committee believes that a fair and reasonable balance to be struck between its responsibilities to the general taxpayers and its need to recognize the sacrifices made by totally disabled veterans is accomplished by providing that totally disabled veterans will receive a refund of local property taxes from January 1st of the year the veteran submits to the Tax Assessor a fully qualifying application for exemption from local property taxes on the veteran's dwelling pursuant to N.J.S.A. 54:4-3.30-34.

2. In the case of **Sean Johnson**, he is declared exempt from local property taxes on his dwelling commencing May 25, 2018 and the Chief Financial Officer is authorized to refund him \$1,420.97 of local property taxes paid from the 2nd quarter, May 1, 2018 and the Tax Collector forgive the remaining taxes owed on Block 7, Lot 5.09 located at 11 Kelsey Farm Road, Milford, New Jersey 08848, for tax year 2018. *(2018 Net Tax \$14,849.41/360 Days=\$41.25 x 215 Days Exempt in 2018 = \$8,868.75–2018 3^{rs} & 4th Quarters Billed \$7,447.78 = Refund of \$1,420.97)*

3. The Township Committee will apply this policy to any future veterans seeking totally exempt status, but reserves the right to amend and alter it based on the future financial condition of the municipality.

- Healthmate Escrow Refund

The Township Committee tabled this matter.

- Farm Preservation for Alexandria Airpark, LLC, B-10, L-63

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to support the farm preservation of B-10, L-63 as noted in correspondence from the State Agriculture Board dated August 15, 2018.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

ENGINEER'S REPORT:

The Township Committee reviewed Township Engineer Decker's report dated September 12, 2018. *A copy of this report is attached to the back of the minutes.*

Township Engineer Decker received two bids for roadwork on Mt. Salem. Bids will be opened at the Municipal Office on September 18th at 1:00 PM. The deadline for the 2019 NJDOT Grant is October 8, 2018. Three roads that were targeted by the Township Engineer and DPW Foreman were:

- Schaaf Road
- Schoolhouse Road
- Creek Road

Comm. Pfefferle made a motion, seconded by Mayor Garay to move forward with the 2019 NJ DOT Grant for Schaaf Road subject to CFO Steinberg verifying funds to pay for Township Engineer Decker's services in the preparation of the application.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle asked Township Administrator/Clerk Bobrowski to reach out to Najarian Associates regarding recent billing for well tests that were performed at the DPW garage and request that further work at the site be postponed until funds are available to move forward.

APPROVAL OF MINUTES:

- August 8, 2018 Executive Meeting
- August 8, 2018 Township Meeting
- August 22, 2018 Special Meeting
- August 22, 2018 Special Executive Meeting

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above meeting minutes.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

BILL LIST:

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the September 12, 2018 bill list.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:**CORRESPONDENCE/ANNOUNCEMENTS:**

- **Dumpster Day Reminder:** Saturday, September 15, 2018 from 8:00 AM to 10:00 AM.
- Engineers, Cherry, Weber & Associates have been hired by Hunterdon County to prepare plans for the proposed replacement of County Bridge A-45, County Route 619 over Harihokake Creek (Mt. Pleasant Bridge). The Engineering firm will be out on this road way starting August 28th and will continue for approximately one month taking detailed field measurements of the existing roadway and surrounding areas up to 150 feet from the roadway and along Harihokake Creek up to 500 feet upstream and downstream of the bridge, as well as delineate wetland areas and perform soil/rock borings near the bridge.
- At the end of 2017, New Jersey and Pennsylvania entered into a shared agreement for the Blackfly Control Program on the Delaware River. Treatment was conducted when data indicated that an application was warranted. Treatment dates for 2018 were: 5/2/2018, 5/31/2018, 6/19/2018, 7/9/2018, and 7/20/2018. Additional information can be found at www.depweb.state.pa.us/blackfly.
- Household Hazardous Waste Cleanup Day is scheduled for Saturday, September 29, 2018 at the Hunterdon County Route 12 (Library) Complex, 314 State Route 12 East, Flemington from 9:00 AM to 1:00 PM (Rain or Shine). You can visit the Township website at: alexandrianj.gov to see what items can and can't be accepted.
- Hunterdon County will be holding a Free Electronic Waste Recycling day on Saturday, September 22, 2018 from 9:00 AM to 1:00 PM (Rain or Shine) at the Hunterdon County Route 12 (Library) Complex, 314 State Route 12 East, Flemington. You can visit the Township website at: alexandrianj.gov to see what items can and can't be accepted.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. (Time 8:45 PM.)

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

_____ A confidential or excluded matter under Federal or State Law or Court Rule.

_____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.

_____ A matter constituting an unwarranted invasion of an individual's privacy rights.

_____ Collective Bargaining Agreement or negotiation of the Agreement.

_____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

_____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

 X Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.

Delaware River Tubing

Penn East Pipeline Co. LLC v. Kroese, et. al.

Appraisals for Kappus Farm B-18, L 9.02

Premier Disposal Dumpster Contract

 X Matters falling within the attorney-client privilege.

NJ Clown Farm

Shared Service

 X Personnel matters involving a specific employee or officer of the Township.

Retirement of Glen Griffith

DPW Foreman Position

Extension of Part-time Park Help

- _____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
 4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
 5. This Resolution shall take effect immediately.
-

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(10:45 PM)**.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to authorize Twp. Atty. Dragan to file a Right to Farm complaint to the Hunterdon County Ag. Board against the NJ Clown Farm, LLC.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to accept appraisal proposals for Kappus Farm B-18, L-9.02 from:

- 1.) Webb Appraisals for \$1645.00
- 2.) Vanguard Appraisal Services for \$1750.00

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- DPW Foreman Position

Matter to stay in Executive Session

- Delaware River Tubing

An Appellate Court Decision was made. Summonses issued in 2015 can be dismissed. The Township can still issue summonses for site violations.

- Clown Farm

Property Owner Denise Burger paid the municipal summons of \$3,000.00. The NJ Clown Farm is scheduled to be heard before the CABD on September 13, 2018 for Commercial Farm determination. If the farm is deemed Commercial, then the NJ Clown Farm is not required to get site specific use approval. The Township can file a Right to Farm Complaint.

- Penn East

Additional arguments have been filed.

- Shared Services

No update

- Kappus Farm Preservation Appraisals B-18, L-9.02

Three appraisal proposals were received:

- 1.) Webb Appraisals \$1,645.00
- 2.) Vanguard Appraisal Services \$ 1750.00
- 3.) Tom Rodriguez \$ 2,000.00

- Retirement of Glen Griffith

A letter informing the Township Committee of Mr. Griffith's retirement effective December 31, 2018 was received.

- Extension of Part-time Park Help

A resolution will be needed extending park help until the end of the year and CFO Steinberg will need to determine if funds are available for this salary until the end of the year.

- Premier Disposal Dumpster Contract

CFO Steinberg needs to advise how much money has been spent so far this year and how much money is left for the dumpster contract for the remainder of the year. A resolution will be needed if the contract is extended.

MOTION TO ADJOURN

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 10:46 PM.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 10:46 PM.

Respectfully Submitted:
Michele Bobrowski, RMC
Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of September 12, 2018 and certify that said Minutes were approved unanimously by the Township Committee on the 10th day of October.

Michelle Garay, Mayor